

Chapter 5 DESIGN SUBMITTALS, REVIEWS AND CONFERENCES

A. General

The submittal of the design to FD&CC and subsequent reviews is the primary means to ensure that the completed project will meet the needs of the user, the project criteria is being followed, and the project remains within budget limitations.

This chapter defines the general design submittal process and outlines procedures that will be used to review the design at various stages of development. Flow charts of the Design Development Process (Phase I; Notice to Proceed through Approved Schematic) and Final Design Process (Phase II; Final Design Notice to Proceed through Final Construction Documents) are found at the end of this chapter. (See Exhibits 5.1 and 5.2).

Specific criteria for the actual submissions are contained in Chapters 8 through 12.

B. Review Procedures

The documents are to be submitted to FD&CC in accordance with the schedule provided in the SOW.

FD&CC will review the submittal and record comments on the Review Comment Sheet (Exhibit 5.3). Each comment will be discussed with the Designer during the review conferences and the follow-up action noted. When a correction is to be made, the A/E will indicate the nature and location of the correction in the Design Office columns on the review form. The description shall be detailed enough for the reviewee to verify compliance without extensive search. If for any reason, the A/E does not comply with the agreed upon action, a full explanation of the reason for non-compliance shall be provided to the EIC. If FD&CC does not deem the reason for non-compliance acceptable, the A/E may be directed to incorporate the comment into the design.

The requirements for each submittal are identified in the following chapters. In the event a submittal is forwarded for FD&CC review which fails to include the required information, the package will promptly be returned to the A/E for completion. The A/E shall incorporate the missing information and resubmit to FD&CC with a statement from the A/E Project Manager as to the information added. The fact a resubmittal was necessary will not necessarily extend the schedule.

C. Design Submittals and Review Conferences

1. Concept Design Studies.

Copies of the Concept Design Study shall be submitted in accordance with the schedule indicated in the Statement of Work. After the review period the A/E shall attend a review conference, present the Study and respond to questions and comments from the review team and/or User. Subject to the requirements of the SOW, the A/E and EIC will confer with the User to evaluate the

alternative designs and further develop a final design which best serves the functional needs of the User. The approved final design concept becomes the basis for the Schematic Design.

2. Schematic Design.

Copies of the Schematic Design shall be submitted in accordance with the schedule indicated in the Statement of Work.

After the review period the A/E shall attend a review conference called the "Design Quality Review" (DQR), present the design and respond to questions and comments from the review team. The DQR Conference will normally be held at FD&CC offices in Seattle. At the conclusion of the DQR, the EIC shall direct the A/E to incorporate the changes into the design package. The revised schematic submittal will be returned to FD&CC.

a. Corrected Schematic Submittal.

An additional Corrected Schematic Submittal shall be forwarded to FD&CC consisting only of the civil site plans, utility plans, the architectural floor plans, roof plans, building elevations, outline specifications, color boards and the corrected Basis for Design narrative. These documents will be forwarded to the Customer for review.

b. Customer Design Review Conference.

The "Customer Design Review Conference" (CDR) is held on site with members of the Benefiting Unit to present the design. The purpose of the CDR is to ensure the customer fully understands the design and agrees that the proposed facilities will meet their functional requirements. *The CDR is the last opportunity for the customer to provide cost effective input into the design.*

c. Approved Schematic Submittal.

Comments generated at the Customer Design Review Conference shall be incorporated into a revised schematic package by the A/E called the "Approved Schematic Submittal". When this has been accomplished, the Approved Schematic Submittal is returned to FD&CC for submittal to Coast Guard Headquarters for approval. The Approved Schematic is to be clearly presented with the level and detail of information which will establish the technical direction of the project and assure that the construction can be accomplished within the approved scope of design, gross square footage and construction budget. The design of the facility is not to exceed the Gross Square Feet approved for design.

With the submission of the Approved Schematic Design package, the A/E warrants the full design scope can be built within the identified construction budget.

3. Progress Development Submittal.

Copies of the Progress Development Design shall be submitted in accordance with the schedule indicated in the Statement of Work. Review procedures shall be as defined in the SOW and may vary from an informal "over the shoulder" review at the A/E's office to a more formal review conference at FD&CC or the site.

4. Final Design Submittals.

a. 100% Submittal (First).

The 100% Submittal (First) represents complete documents, ready for construction, which have been reviewed by the A/E Quality Assurance Team (QAT) and submitted with a letter stipulating the documents have been reviewed and found to be complete, and free of conflicts, errors and omissions.

Copies of the 100% Submittal shall be submitted in accordance with the schedule indicated in the Statement of Work

b. Final Design Review Conference.

After the review period the A/E shall attend a review conference called the "Final Design Review" to discuss comments with the review team. At the conclusion of the Final Design Review Conference, the A/E will correct the documents and resubmit them to FD&CC.

c. 100% Submittal (Final).

The corrected design (called the 100% Submittal (Final)) will be back-checked by the FD&CC review team to ensure comments from the Final Design Review have been addressed.

d. Final Documents.

Once FD&CC has completed back checking the 100% Submittal (Final), the A/E will print the final documents, stamp them with the appropriate professional seal, and forward them to FD&CC for signature.

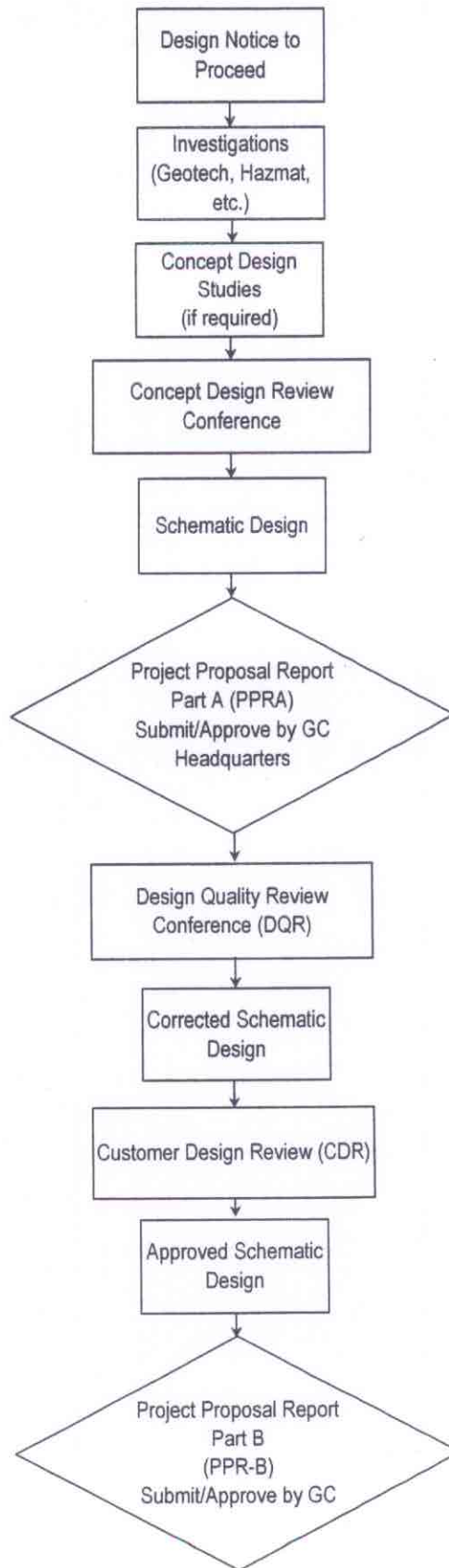


Exhibit 4.1 Design Development Process

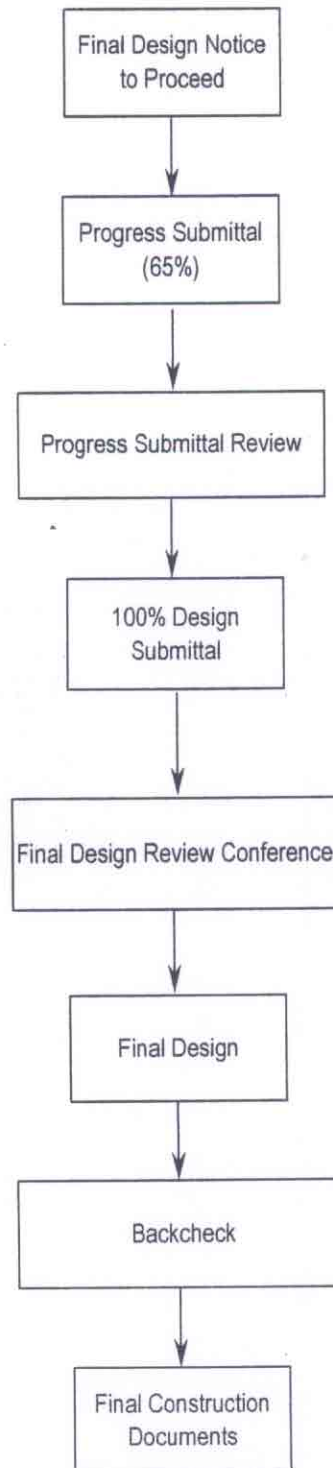


Exhibit 4.2 Final Design Process

REVIEW COMMENTS

PROJECT: [Project Name:]
 LOCATION: [Project Location:]

December 3, 2001

FD&CC Pacific

REVIEWER: [Your Name:]
 TELEPHONE: [Your Phone:]

DESIGN PHASE:

[Design Document:]

DISCIPLINE:

[Reviewer Discipline:]

REVIEW ACTION:

A - Accepted
 W - Withdrawn
 C&R - Check and Resolve
 I - Information

DESIGN ACTION:

C - Correction made
 (if not, explain why)

Back Check by: (Init.)

COMMENTS

REVIEW ACTION

BACK CHECK

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